

Local Agency Biennial Notice Worksheet

The following checklist may assist in the review of an agency's conflict-of-interest code. This is only a guide and is not intended to be an exclusive list of issues that may need review.

Does the code contain the following three basic components?

- ✓ Language that incorporates FPPC Reg. 18730 or contains the basic provisions required in Government Code section 87302
- ✓ A list of designated positions whose duties include making or participating in making governmental decisions
- ✓ Disclosure categories specifying financial interests (investments, interests in real property, income, and business positions) that filers in designated positions must disclose

Review the agency's organization chart and duty statements

- ✓ Do positions need to be added or deleted?
- ✓ Is there a need to reclassify disclosure for any positions?
- ✓ Are consultants designated?
- ✓ Do any officials/consultants manage public investments?
- ✓ Amendments needed? Use underline and strikeout to illustrate changes.

Review the minutes of the agency's boards, commissions and committees

- ✓ Are they solely advisory or do they have decision-making authority?

III. PUBLIC WORKS OFFICE	
<u>MAINTENANCE DIVISION</u>	
1. Maintenance Superintendent	2
<u>2. Maintenance Supervisor</u>	<u>2</u>
2. Asst. Maintenance Superintendent	2
3. Senior Equipment Technician	3
4. Equipment Services Technician	3
<ul style="list-style-type: none">• The Public Works Office became the Maintenance Division.• The Asst. Maintenance Superintendent was reclassified to Maintenance Supervisor.• The Equipment Services Technician is a manual position and was deleted.	

Other Documentation

- ✓ A review of joint powers agreements, minutes and annual reports may assist in determining whether designated positions and their respective disclosure categories are accurately reflected.

Notification

- ✓ If amendments are needed, notify employees and the public.